



*Federal Executive Board
Hispanic Employment Program
Manager's Council
Minutes for 02-09-05
Ruiz Public Library
Kansas City MO*

Attendees:

Laura Reyes (FMS/TREAS)
JoAnn M Figueroa (USPS)
Katherine Coates (ED)
Philip P Pernice (NOAA)
Richardo Arriaga (DHS)
Ed Kolodziej (ARMY)
Sharon Hom (USCOURTS)
Jessie Cunningham (IRS)
Julia Cacho (EPA)
Trini Quiroz (USPS)
Danette McClellan (USDA)

Excused Absence

Elsa Diaz-Bautista (FAA)
Delia Villarreal-English (VA)
Dohn Farley (DFAS)

Unexcused Absence

Maria Smith (HHS)
Connie Deese (GSA)
Leticia Barraza (CMS/HHS)
Melissa Santiago (SSA)
Stella Alejos (HUD)
Tim Sanchez (VA)
David Barnes (USDOJ)
Paul Brown (IRS)
Phenisia Howar (IRS)
Teresa Jones (USDA)
Tina M Jones (MCSA/USMC)
Cathy Monroe (FTA/DOT)
Nancy Rios (CMS/HHS)
Carlos Salazar (SSA)

- 1) Laura Reyes opened the meeting at 1:35 P.M. She called the meeting to order with introductions. Sharon Hom, council chair for the Asian Pacific American Federal Employees Council was in attendance, as was Cindy Hillman, from FEB.
- 2) Approval of the December Minutes – Ed Kolodziej made a motion to approve the minutes and Ric Arriaga second the motion.
- 3) Joint Quarterly Council Meeting – All were in agreement that March 17, 2004, would be the date of the meeting. It will be held from 1-4pm at the EPA, 901 N 5th St, room 2240 A & B, Kansas City KS. There will be no speakers. Each council will have 10-15 minutes to speak on behalf of their council to provide information, such as their involvement in the community, the manner of which they conduct their meetings, and programs they are preparing for throughout the year. There will be time for questions and answers regarding these and other topics, at the end of the meeting.
- 4) Adopt-A-Family – Laura Reyes read a letter of appreciation from El Centro. They were thankful for the generous contribution from HEPM for helping the family and the community in the Adopt-A-Family project.
- 5) Bylaws – Ric Arriaga proposed to expand the duties of the chairperson, vice chairperson, and the secretary, in Article V, Section 2, as follows:

A. Chairperson's Duties

1. Preside as Chairperson at all general membership meetings.
2. Serve as official spokesperson for the organization on all occasions.
3. Appoint Council members to head ad hoc committees in support of the Council mission and objectives.
4. Call special meetings as may be required.
5. Act as liaison between the Council and other federal, non-profit and/or Hispanic agencies and communities.

B. Vice Chairperson's Duties

1. Preside at meetings in the absence of the Chairperson.
2. Succeed the Chairperson in case of a vacancy.
3. Assist the Chairperson in carrying out Council business.
4. Act as liaison between the Council and other federal, non-profit and/or Hispanic agencies and communities.

C. Secretary's Duties (Administrative/Technical Coordinator/Assistant)

1. Preside at meetings in the absence of the Chairperson and Vice Chairperson.
2. Coordinate and organize administrative and technical tasks for Council events and functions.
3. Provide liaison services (in conjunction with the Chairperson and Vice-Chairperson) between the Council and other federal, non-profit and/or Hispanic agencies and communities.
4. Perform miscellaneous administrative and technical functions for the Council (minutes, membership list, e-mail, web data coordination), and keep such records as may be required.
5. Provide the FEB with a copy of the Council's monthly minutes.

Per Article VIII of the bylaws, amendments must be in writing with the signatures of five voting members. Ric Arriaga, Jessie Cunningham, Ed Kolodziej, Katherine Coates, and Danette McClellan signed the proposed amendments and the members will vote on them in the March 9 HEPM meeting.

- 6) Ed Kolodziej's Agency Report – Ed asked that we review his agency's Hispanic Employment Initiatives Plan. He wants to know if we believe the Action Plan meets the Objectives. He suggested that we number the pages 1-13, then change their order from most important to least important according to how our agency would increase Hispanic representation. He asked that we respond to him, via email, with the next 7 days.
- 7) Martin Luther King Lunch/Learn - Phil Pernice commented that the speaker of the program was the curator of the Negro League Baseball. Cindy Hillman remarked that there were name tags left on the registration table and it would appear that the number of attendees was less than expected. There were actually more attendees than accounted for. It was suggested that maybe there needs to be more assistance at the registration tables.
- 8) Hispanic Heritage Month – Members were asked to keep in mind that there will be a need for a speaker, location of the program, and the month of the HEPM Lunch & Learn. It was mentioned that September may be better than October, due to the new fiscal year funds in October.

Cindy said that the councils are not required to conduct a Lunch & Learn, but if they do it must contain heritage training. She commented that our Lunch & Learn at the Guadalupe Center was a good model for reference.

- 9) Round Robin – Laura Reyes said that El Centro will be hosting a fund raising Bowl-A-thon at Park Lanes Bowling, 7701 Renner Road, on March 5, 2005. She provided literature about the AZTECA Del Corazón Award to be held on April 23, 2005, to honor members of the community

for their selflessness. She also said there are jobs at the Dept of Treasury/FMS that can be found on the usajobs.opm.gov website.

Katherine Coates said that there will be free assistance to complete the FAFSA, on February 13, 2005, at a number of locations.

Julia Cacho will be attending the meetings from EPA, when Alma Moreno cannot attend. Julia informed the members of the EPA Stakeholders Forum and Training Sessions to encourage Hispanic Outreach. The Forum is scheduled for February 28, 2005, from 5:30p.m. - 8:00 p.m, at the Guadalupe Center, 1015 Cesar E Chavez, in KCMO. The training and workshops will be on March 1, 2005, from 8:00 a.m. - 4:30 p.m. at the EPA Regional Office, 901 N 5th St, KCKS.

Ed Kolodziej asked if any member knew of Hispanic groups at any of the local universities that emphasize engineering. He also provided information about VIVA Technology program to motivate more students to pursue careers in engineering, science, technology, and math. The cost to bring the VIVA Technology program to the Kansas City area is \$20,000. It is currently in the Los Angeles CA area. **He says there is a new program called Groove that will allow users to send and retrieve information electronically, without being held back due to firewalls. It might be worth looking into, since many of the members have problems receiving email messages. The website address for more information is <http://www.groove.net/home/index.cfm>.**

Danette McClellan informed members that her agency, USDA, hires students from HACU, Hispanic Association of Colleges & Universities.

JoAnn Figueroa said that her agency is changing the employees in the specials councils, in order to give as many employees the opportunity to participate. Trinie Quiroz will now be attending the HEPM meetings as a representative of the US Postal Service. If JoAnn cannot continue as a member, her position as secretary will be vacant and discussed in the next meeting.

The meeting adjourned at 3:20 P.M.

**Next Meeting: March 9, 2005, from 1:30 p.m. to 3:30 p.m.
Ruiz Library, 2017 W Pennway, KCMO 64108**